

**United States Department of State  
Foreign Affairs Manual**

**10 FAM  
PUBLIC,  
EDUCATIONAL, AND  
CULTURAL AFFAIRS**



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# 10 FAM TRANSMITTAL LETTER CHECKLIST

When filing a Transmittal Letter, place the TL date, Chapter or subchapter number(s) or description, and your initials in the spaces provided.

TL No.	TL Date	Subchapter/Subject	Initials
PEC-1	10-01-1999	Volume Issuance	
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PEC-3			
PEC-4			
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# INTRODUCTION

## THE FOREIGN AFFAIRS MANUAL

### DESCRIPTION

The *Foreign Affairs Manual (FAM)* contains the policies and regulations for the Department of State's operations, and in certain instances, for other Federal departments and agencies. The *Manual* is accompanied by implementing guidelines and procedures in the companion *Foreign Affairs Handbooks*.

### MANUAL SUBJECT

The content and scope of this manual are:

**(Manual volume number, title, and TL series):** include a brief description of the manual.

### FORMAT

a. The *FAM* is divided into volumes reflecting major functions. Each volume is divided into chapters, subchapters, and sections (or subsections, always commonly referred to as sections). At the beginning of each chapter, the chapter title and number are centered, in all capitals, and placed above the first subchapter of each chapter. Chapter numbers are 000, 100, 200, etc. Each chapter can have nine subchapters, those for Chapter 100 being 110, 120, 130, etc., through 190. Subchapter numbers and titles are centered, in all capitals, at the top of the subchapter's first page except for subchapters 110, 210, 310, etc., which have the chapter title and number. Each section can have nine major subdivisions, for example 111, 112, 113, etc., through 119.

b. Subsections begin at the .1 level, the next subdivision at .1-1. After the first sectional level, a number larger than nine is permissible, for example: 111.35, or 111.1-13. Although two further subdivisions of sections are possible (respectively, parenthetical capital letters in alphabetical order; parenthetical small roman numerals in numerical order), divisions below the hyphenated digit level are strongly discouraged. All heading numbers and titles are done in bold. The numbering format is:

## 10 FAM Introduction—Continuation

# 100 CHAPTER

## 110 SUBCHAPTER

### 111 SECTION

#### 111.1 Section

##### 111.1-1 Section

c. When a section contains more than one paragraph, each paragraph is identified by a letter identification. The descending order of paragraphs and subparagraphs is: a.; (1); and (a). If a section contains only one paragraph followed by two or more subordinate paragraphs (identified as subparagraphs), the single (main) paragraph is not lettered but subparagraphs are identified by parenthetical numbers or letters, depending on their degree of subordination.

d. The effective date of any given material is the issuance date of the transmittal letter, indicated by the TL line immediately below the subchapter or section, in italics. For example:

*(TL:FMH-1; 12-21-1996)*

e. If the issuance date is different than the effective date, the effective date is shown on the line immediately following the issuance date. For example:

*(TL:FMH-1; 12-21-1996)*  
*(Effective Date: 03-5-1994)*

f. Sections that are applicable to other agencies are indicated as part of the TL line. For example:

*(TL:FMH-1; 12-21-1996)*  
*(Uniform State/USAID)*

g. Substantive offices can also show that the material, although unchanged for a period of time, was reviewed and is still valid. For example:

*(TL:VISA-12; 12-21-1984)*  
*(Revalidated 07-21-1997; CA/PVO)*

## 10 FAM Introduction—Continuation

### MAINTENANCE

a. *FAM* volumes are a necessary part of the Department's supplies and, as such, are to be retained by the office or post. As the articulation and record of the Department's regulations, policies, and procedures, the *FAM* must be kept current. It is strongly recommended that offices and posts include *FAM* maintenance as part of the job descriptions of designated employees. Responsibilities for *FAM* maintenance include:

(1) Keeping only necessary manuals on hand and making them readily available;

(2) Distributing new material promptly;

(3) Ensuring that each manual holder (including officers) is accountable for maintaining the *FAM* in current status; and

(4) Ensuring that *FAM* materials are retained by the office or post when handbook holders/users depart for home leave, reassignment, transfer, or TDY for use by their substitutes or successors.

b. Changes are issued by transmittal letters (TLs), and replacements are made by subchapter.

c. Although lists of TLs are issued occasionally, direct questions concerning the update and/or revision status of *FAM* materials to A/RPS/DIR, Room 1849, NS. Direct questions concerning *FAM* content, format, style, etc., also to A/RPS/DIR. For substantive interpretations of content, contact the responsible office, which is listed at the end of the transmittal letter.

### INTRANET

The *Foreign Affairs Manual* and its supplemental *Foreign Affairs Handbook* series are available on the Department of State's Intranet site at <http://99.1.1.27>. **This is the official electronic version of these materials.** Regulations are updated on the website as they are issued and generally available before alternative formats are released.

### CD-ROM

a. The *Foreign Affairs Manual* and its supplemental *Foreign Affairs Handbook* series are available on the InfoRegs compact disk—read only memory (CD-ROM), which are issued quarterly.

## **10 FAM Introduction—Continuation**

b. For internal use only, the Department provides a collection of guides and booklet-type material on the InfoGuides CD, and a collection of forms used by the Department (and some other agency and post-originated forms) on the InfoForms CD-ROM.

c. For information on this program, contact the InfoExpress Coordinator, A/RPS/MMS/CRE, directly. They are located in Room 1659 NS, (202) 736-4881, FAX (202) 736-4924.

## **REQUESTS**

a. Direct requests for copies to A/RPS/MMS/PRD. Distribution changes should be sent to A/RPS/MMS/PRD, Room 1853, NS. Direct public requests for *FAM* materials to A/RPS/MMS/PRD, Room 1853, FAX (202) 647-4535, NS. All requests must be written.

b. Clear all requests through the post administrative officer or bureau executive director, and provide your funding information when submitting requests. Use KFAM and AINF TAGS on all official communications.

c. Each Transmittal Letter includes the cost printed at the bottom of the first page. Requesters may obtain the cost of TLs issued under this system by contacting A/RPS/MMS/PRD at (202) 736-7470.